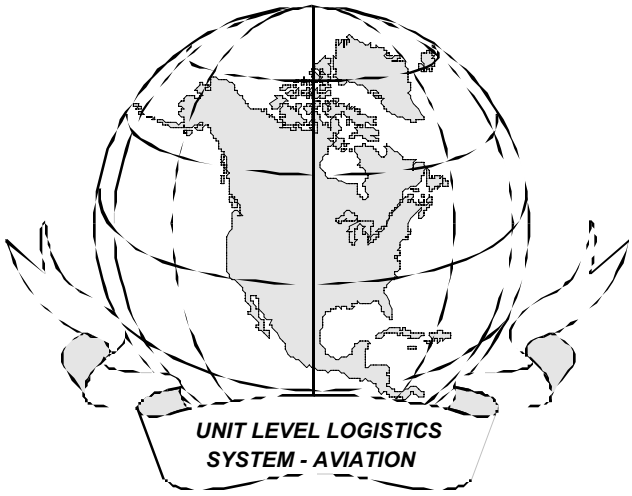
Commander's Guide

1 DECEMBER 1997 AISM-25-L3P-AWD-ZZZ-CG



CONTENTS

The proponent of this manual is the U.S. Army Information Systems Software Development Center Lee, Fort Lee, Virginia

Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to:

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TABLE OF CONTENTS

PAGE

SECTION I

UNIT PARAMETER FILE

The Unit Parameter File contains unit unique and regulatory information that affects the operation of ULLS-A. The information in this file must be current and updated when changes occur in the unit. Commanders should verify the information in the ULLS-A Unit Parameter File when they take command of a unit. At that time, the commander should also receive a unique User ID and password from the ULLS-A administrator. As a security measure, the commander's password is required to gain access to the parameters. This file contains ten sections that can be updated using the update option. These sections are:

1.1 **OSC Security Data**. This section contains the information necessary to interface with the Gateway. The data fields are:

- OSC Indicator - A "Y" in the "OSC Indicator" field indicates the unit is operating on OSC. An "N" indicates you are not operating on OSC.

- DDN TAC Phone Number - DDN TAC Phone Number is your DNN TAC phone number.

- DDN Address - Your DDN address is alpha/numeric and cannot exceed 15 positions.

- TAC Login - Your TAC Login is also alpha/numeric and cannot exceed 16 positions.

- Gateway LOGIN - Your Gateway LOGIN is alpha/numeric and cannot exceed 14 positions.

- Number of days OSC transactions will be held before being returned to the Supply Transaction file - The OSC days are the maximum number of days the transactions are held pending receipt of status from the gateway.

A note on Gateway - If your unit is utilizing the services of OSC, the ULLS-A system uses a modem/telephone data link to establish direct communications with Gateway. This process is activated at the TS workstation on the LAN (AVUM or AVIM) when the operator selects either the Send Transactions or the Send Transactions/Receive Transactions options. The modem automatically dials into DDN systems and establishes a data link with Gateway in preparation to transfer a file to Gateway. Gateway acts like a message center, converting the protocol, storing the file, and forwarding the message to OSC at the next opportunity.

1.2 **Supply Support Data**. This section contains information on your unit's Supply Support Activity. The data fields in this section are:

- Class IX maximum price - Any Class IX repair parts request that has an extended price that is equal to or greater than the value entered will be written to the Commander's Exception Report.
- Class IX common repair parts Direction Support Unit (DSU)
- Class IX aircraft repair parts DSU
- Class IX missile repair parts DSU
- National Guard/Army Reserve Depot Level Repairable

The DSU indicator codes are assigned by the command and are used to separate Class IX transactions for the appropriate DSU. ULLS will create separate diskettes for each DSU as required. See Appendix F of the ULLS-A EM for a list of suggested codes.

1.3 **Unit Descriptive Data**. This section contains information on your unit's designation and location. The data fields in this section are:

- Commander's Name

- Unit Name
- Post Address and Building
- City, State, and Zip Code
- Phone Number

1.4 **Maintenance Support Site Data**. The information in this section pertains to your DSU's identification and location. This information is printed on your maintenance requests. The data fields in this section are:

- DSU Name
- Address and Bldg Number
- City, State, and Zip Code
- Phone Number
- Level of Maintenance Authorized
- UIC of the Support Activity

1.5 **Army Oil Analysis Program (AOAP) Data**. This section contains the following AOAP information that is printed on the AOAP requests.

- Unit Major Army Command (MACOM)
- Unit AOAP POC
- Oil Lab Name
- Address and Bldg Number
- City, State, and Zip

1.6 **Unit Parameters**. This section contains data that is used by the system when processing Parts Requests, Work Requests, assigning Organizational Work Order Number (ORGWONS), archiving files and performing AMSS related functions. The data fields are:

- FAD - Enter your Force Activity Designator (FAD) IAW unit Modified Table of Organization and Equipment (MTOE).

- Unit Dispatcher - This field is needed in ULLS-G only. It is not a mandatory field and can be left blank.

- Work Order Number - This field is used by ULLS-A to obtain the next available sequence number.

- Work Order Number Year - This field is the last digit of the current year, e.g. 4 for 1994. Update this field on the first work day of each new year.

- Maintenance Work Order for Archives - This field is used to establish the minimum number of months that maintenance work orders will be kept in the system before they may be archived.

- AMSS Report Date - This field is used to establish the end of the report period. Once a date is entered, the system will automatically update this field when the End of Report Period process is executed.

- AMSS Reporting Unit Identification Code (UIC) - This field is used for AMSS reporting. Enter the UIC of your organization.

- AMSS Reporting UIC Location - Enter the location of your AMSS reporting UIC.

- AMSS Report UIC Name - Enter the name of your AMSS reporting UIC.

- Service Designation Code - This field is used to determine the control period and formula used to make computations relating to PLL stockage authorizations. Valid codes are A = Active Army and R = Reserve components.

- Location Code - This field is used in conjunction with the IPD to specify expedited handling is required for Class IX requests. Valid codes are A = CONUS and B = OCONUS.

- Utilization Code - This field is used to determine the specific use of the equipment and is reported on the DA Form 2408-9. Valid codes can be found in the EM. All Active Army units use a code of 0 (zero).

- Fund code - This field is not mandatory, but if used, it must be a two position alpha/numeric code. This code is used when funding has been approved for a specific project. This code will be written to all Class IX Request Transactions.

- Default AVUM UIC - Enter the UIC of your supporting AVUM.

- Fault Archive Parameter - This field is used to determine how long (in months) the closed faults will be maintained in the system before being archived to diskette. As a minimum they must be maintained for six months. Valid entries are 6 through 99.

- Fault Archive Parameter - This field is used to determine how long (in months) the aircraft flight records will be maintained in the system before being archived to diskette. As a minimum they must be maintained for six months. Valid entries are 6 through 99.

- AMSS Archive Parameter - This field is used to determine how long (in months) the AMSS data will be maintained in the system before being archived to diskette. AMSS data should be archived monthly. Valid entries are 1 through 99, however, the normal entry will be 1. This field must be the same for all the UICs within the battalion or AMSS will not work.

- Is this the Brigade - This field is used to determine how the ULLS-A system will be configured for AMSS Rollup Reports. Valid entries are "Y" for Yes and "N" for No. This field should be a "Y" only for the system designated for use at the Brigade level to rollup AMSS Data. In the Brigade ULLS-A,

only the parameter record for the brigade UIC should contain a "Y" in this field. All other parameter records contain an "N".

1.7 **Supply Parameters**. This section contains information pertinent to document serial number range, follow-up criteria, DCR purge criteria and bench stock costs. The data fields are:

- Beginning Serial Number - This field is used to assign the serial number to supply document numbers. Valid entries are between 0001-9999.

- Ending Serial Number - This field is used to establish the last serial number in the range of document numbers. When this value is reached, you will be informed and given an option to increase this value. Valid entries are between 0001-9999.

- Current Sequence Number - This field is designed to inform the user of the current document serial number.

- Number of days before follow-up on priority 01 to 08 requests - Valid entries are between 9-99.

- Number of days before follow-up on priority 09 to 15 requests - Valid entries are between 30-99.

- Frequency, in days, at which records will become eligible to be purged from the DCR (Days) - Valid entries are 1-90.

- Date of Last Purge - The system will automatically update this field when the DCR purge process is executed.

- AVUM Indicator - This field is used to indicate whether the unit has its own PLL. Valid entries are "C" or "O". Enter "C" for a flight company that does not have a PLL. Laptop computers employed at AVUM or AVIM for organic and float aircraft will have an AVIM Indicator of C. Enter "O" when entering parameters on the LAN at AVUM and AVIM units that have a TS.

- Highlight Bench Stock Price - This field is used to inform the commander when an item on the Bench Stock List meets or exceeds this dollar amount.

- Maximum Bench Stock Price - This field is used to establish the maximum dollar amount for bench stock items. Any item exceeding this value cannot be placed on bench stock.

1.8 **Demand/Interface Parameters**. This section identifies key parameters for other STAMIS your unit may interface with. The data fields are:

- Outgoing Phone # - This field is only used for Data Transfer process. Enter the number of the modem at the AVUM LAN.

- Data Transfer ID - This field is used for data transfer. The transfer ID must be unique for each system.

- DSU ID - Standard Army Retail Supply System (SARSS) DSU M - The DODAAC or UIC for the supply support activity that supplies missile commodity repair parts. This data will be used during interface with SARSS.

- DSU Address - SARSS DSU M - The message address for the missile repair parts supply support activity. Usually entered in lower case letters.

- DSU ID - SARSS DSU C - The DODAAC or UIC for the supply support activity that supplies common commodity repair parts. This data will be used during interface with SARSS.

- DSU Address - SARSS DSU C - The message address within the concentrator for the common repair parts supply activity. Usually entered in lower case letters.

- DSU ID - SARSS DSU A - The DODAAC or UIC for the supply support activity (AVIM) that supplies aviation commodity repair parts. This data will be used during interface with SARSS.

- DSU Address - SARSS DSU A - The message address within the concentrator for the aviation repair parts supply support activity. Usually entered in lower case.

- DSU ID - SAMS DSU - The DODAAC or UIC for the AVIM support activity. This data will be used during interface with SAMS-1.

- DSU Address - SAMS DSU - The message address within the concentrator for the AVIM support activity. Usually entered in lower case.

- DSU ID - AMSS DSU - The DODAAC or UIC for the AVIM support activity. The AMSS interface is found within the SAMS-1 at your supporting AVIM. This data will be used during interface with SAMS-1.

- DSU Address - AMSS DSU - The message address within the concentrator for the AVIM support activity. . Usually entered in lower case.

- This Unit's Concentrator's ID - The ID for this ULLS-A system that has been entered at the concentrator. Usually entered in lower case.

- Concentrator Phone # Field - In this field you will enter the phone number to call the concentrator that supports your location. This may be a tactical or commercial phone number.

- SARSS Indicator Code - Valid entries are "0" for SARSS Objective and "1" for SARSS Interim.

- SAMS Indicator Code - This field is used by the system to determine whether a SAMS Transaction diskette will be required. Valid entries are "0" = no SAMS Interface or "1" = SAMS Interface.

- S4 Indicator - Valid entries are "Y" and "N". Enter "Y" if ULLS-S4 interface by diskette is required for update of budget data.

- Telecomm Indicator - Valid entries are "G", "P", and "C". Enter "G" when using the Go-to-War (concentrator) method. Enter "P" when using the Point-to-Point method. Enter "C" for CAISI.

- SARSS PTP PH# - Enter the telephone number to the SARSS modem or TTA.

- SAMS PTP PH# - Enter the telephone number to the SAMS modem or TTA.

- SEQ - Counts data transfers until it reaches 99 and begins anew.

- CAISI PH# - In this field enter the CAISI phone number.

- Sending PH# - In this field enter the sending phone number for CAISI.

- AMSS TPN - Must be filled in for CAISI to transmit Blast protocol to AMSS.

- SARSS TPN - Must be filled in for CAISI to transmit Blast protocol to SAMS1.

- UNIT TPN - Must be filled in if CAISI is selected in order to transmit Blast protocol to SARSS1.

1.9 **Hardware Parameters**. This section contains information pertinent to your ULLS-A hardware configuration. The data fields are:

- Program Files on Drive - Indicate where the program fields reside. This will be the "C" drive.

- Data Files on Drive - Indicate where the data files reside. Normally this will be on "C" drive for a Flight Company or brigade system. For a workstation on the LAN, this will be the "T" drive.

- Default Floppy Drive - Indicate the letter designation of the floppy drive you usually use. Either "A" or "B".

- PCMCIA Hd Card - Indicate the drive letter for the PCMCIA hard drive card. Valid entries are "D" through "Z".

- Tape Drive/Software - Indicate the name and version of the software you are using for the tape drive.

- Printer Name - Indicate the type printer that is installed on your system.

- Workstation ID - Indicate a unique workstation ID for your system.

- Video Adapter - Indicate the type video card that is installed in your system, e.g. VGA, EGA, or CGA.

- Communications Port - Indicate the communications port in use by the telecommunications device e.g. modem, TTA or line driver.

- Baud Rate - Indicate the baud rate for your telecommunications device.

- Modem Type - Enter the type of telecommunications device used with all processes using BLAST. Valid entries include AT (modem), HAYES (modem), TTA (tactical terminal adapter), and NONE (line driver).

- Local CD-ROM - Valid entries are "Y" or "N". Enter "Y" if CD-ROM hardware is available.

- ARMYLOG Drive(s) - Indicate where the CD-ROM is active. This will usually be "D".

1.10 **PLL Parameters.** This section establishes the criteria used in managing the unit's Prescribed Load List (PLL). The commander can approve PLL parameter changes.

- Average Customer Wait Time - Valid entries are between 1-99 however, 15 and 30 are prescribed for use by the Active Army and Reserve components, respectively. This figure represents the average time in days required for the DSU to satisfy customer demands. The entry in this field is used in PLL stockage level computations.

- Number of Demands - Enter the number of demands required to qualify parts for stockage within a review period. The stockage criteria for PLL stocked lines/items is three demands in a 180-day period for active army and 360 days for national guard.

- Demands to Retain - Enter the number of demands required to retain parts on the PLL. The stockage criteria for PLL stocked lines/items is one demand in a 180-day period for active army and 360 days for national guard.

- Maximum PLL Lines - Enter the number of demand supported PLL lines your unit will stock. The maximum lines for aviation is 300.

- Maximum DI Lines % - The percentage of diagnostic items your unit will stock not to exceed 10 percent.

- Allow Impl Lines - If your MACOM is USAISC, USARSPACE, INSCOM, USAMEDCOM or you are a missile unit in the Army Reserve/National Guard, enter "Y" and press <ENTER>. If none of the above fit your type of unit then enter “N” and press <ENTER>.

- Review Period (DAYS) - Enter the number of days in your review period either 90 or 180.

SECTION II

SAMPLE REPORTS

This section is divided into two parts: Part I - Management Tools and Part II - AMSS Reports.

MATERIAL READINESS

Material Readiness Reporting through the Chain of Command to the national level is required in order to provide the chain of command, the materiel developer, Army Staff and the Joint Chiefs of Staff with an assessment of Army Materiel Readiness.

The Army, because of its vital national security responsibilities, must have a materiel readiness reporting system whose foundation is built on the highest standards of integrity. Commanders, staff and unit personnel must not compromise the integrity of the reporting system, or capitulate to either read or perceived suggestions that meeting materiel readiness standards through inaccurate reporting is acceptable. Commanders who accurately report unit materiel readiness problems will not be penalized. To ensure the highest standards of integrity are met, the Army requires soldiers to "Tell it like it is."

*AR 700-138, Chapter 5

SECTION III

SAMPLE ULLS-A INTERNAL STANDING OPERATING PROCEDURES (SOP)

DEPARTMENT OF THE ARMY
Headquarters,_____
Fort_____

XXXX-XXX **(DATE)**

INTERNAL SOP
FOR
THE UNIT LEVEL LOGISTICS SYSTEM-AVIATION (ULLS-A)

1. INTRODUCTION.

1.1 Purpose. To prescribe policies and procedures to assist in the daily operation of the ULLS-A system.

1.2 Scope. The policies and procedures outlined in this SOP have been selected to supplement those contained in the ULLS-A End User Manual (EM).

1.3 Definitions.

a. ULLS-A. A microcomputer based system developed by the U.S. Army Combined Arms Support Command (USACASCOM) and the U.S. Army Information System Software Development Center Lee (USAISSDCL) at Fort Lee, VA, to automate the aircraft maintenance, and class IX supply, operations, materiel readiness reporting, and historical records in army aviation units.

b. Brigade System Administrator: An individual appointed by the brigade commander to provide assistance and guidance on all matters concerning ULLS-A.

c. ULLS-A Administrator. An individual appointed by the battalion commander to provide assistance/guidance to users in the daily operation and maintenance of the ULLS-A system. Serves as the commander's principal advisor in all system matters and as the unit point of contact for all system problems or changes (hardware or software). Administrators are trained during the ULLS-A fielding by contractor personnel.

d. LAN. Local Area Network. A key element of the ULLS-A system configuration at the AVUM unit level. Establishes a hardwire link between computers in Production Control, Quality Control, and Technical Supply to permit the use of a shared database.

e. MS-DOS. Microsoft Disk Operating System. The operating system for ULLS-A.

f. OSC. Objective Supply Capability.

2. RESPONSIBILITIES.

2.1 General. This section provides guidance for the assignment of responsibilities associated with the operation and maintenance of ULLS-A.

2.2 Duties and Responsibilities.

2.2.1 Brigade Commander.

a. Appoint an individual to perform additional duties as Brigade ULLS-A administrator (school trained). Recommend appointment of a person in a supervisory capacity with a functional understanding of aviation maintenance and a basic understanding of MS-DOS commands.

2.2.1.1 Brigade System Administrator.

a. Serves as the unit interface with the Combat Service Support Automation Management Office (CSSAMO) to obtain higher level assistance in solving problems beyond his/her capability.

b. Assist Battalion/Squadron System Administrator with problem solving and troubleshooting ULLS-A software and hardware problems.

c. Organize and maintain the ULLS-A sustainment training classroom.

d. Maintain float computers.

e. Coordinate with repair facilities and track computer and associated equipment failures and repair times.

f. Receive and evaluate Problem Reports (PR) from Battalion/Squadron System Administrators. When validated coordinate with appropriate agencies and forward PR for action.

g. Maintain log of all messages and/or bulletins pertaining to ULLS-A or the associated hardware/software.

h. Coordinate with Battalion/Squadron in the administration of COOP procedures (Continuity of Operations Plan).

i. Maintain the Brigade ULLS-A Computer.

j. Coordinate with Battalion/Squadron System Administrators for the implementation of ICPs (Interim Change Package) or SCP's (Software Change Package).

2.2.2 Battalion Commander.

a. Appoint an individual to perform additional duties as the ULLS-A administrator. Recommend appointment of a person in a supervisory capacity with a functional knowledge of aviation maintenance and a basic understanding with MS-DOS commands.

b. Assign passwords, user identification codes, and determine levels of user access within the ULLS-A processes. These are the system access control codes. Two copies will be placed in sealed envelopes, marked with the unit identification, DODAAC/UIC, date and phone number of the ULLS-A administrator. One copy should be kept in the unit safe and one copy secured at the next level of command. Both copies must be kept current. The ULLS-A system requires that User ID's and passwords be changed/updated every six months.

c. Approve all high-priority and high-dollar requests by reviewing the Commander's Exception Report on a daily basis prior to sending the Supply Transactions to the Source of Supply DSU. The criteria for determining the extended value of high dollar requests will be as determined by the commander and will be entered in the units' parameters.

2.2.3 ULLS-A Administrator.

a. Ensure that after the database has been built, a complete back-up of Drive C: is made for each computer.

b. Monitor the daily administrative operation of ULLS-A throughout the unit.

c. Keep the commander advised on the operation of the ULLS-A throughout the unit.

d. Provide in-house assistance to ULLS-A users (both hardware and software) within capabilities.

e. Initiate and maintain a Problem Report (PR) which will include the following:
Serial number of the computer.
Screen print of problem (when applicable).
Type of computer.
Detailed description of problem/error and the corrective action.

f. Provide a copy of the PR to the Brigade System Administrator.

g. Maintain a log of all messages and/or bulletins pertaining to ULLS-A or the associated hardware.

h. Provide advice and assistance to users in the proper maintenance and storage of diskettes and tapes used as back-ups.

i. Monitor the daily preventive maintenance of ULLS-A hardware.

j. Coordinate and administer the COOP Procedures IAW this SOP.

k. At least monthly RUN the AUDIT.EXE from the ULLS-A/EXE directory to verify record counts and identify duplicate records.

l. Load all software change packages, supply and maintenance status, catalog updates/catalogs, and Maintenance Master files as soon as possible after receipt.

2.2.3.1 ULLS-A Operators.

a. A virus scan will be conducted on each ULLS-A desktop computer at the beginning of each duty day/first bootup of the day. A virus detected on any ULLS-A computer will be immediately reported to the Unit Administrator. The Unit Administrator is the only individual authorized to conduct a "cleaning" of the virus from the disk. A complete check of the system will be performed after the "cleaning" has been accomplished and all affected areas will be restored by the Unit Administrator.

b. Using the supplied virus scan program (Scan***) diskette (see section SGT). Install the diskette in drive A: and select virus scan from the menu directory.

c. The computer has automatic virus detection by using the tape backup system and will not require any additional virus check without direction from the unit system administrator.

d. At no time will any ULLS-A computer be left unattended with the system operationally accessible; i.e., the system accessible after LOGON.

2.2.3.2 Flight Companies.

a. Crewchief.

(1) Responsible for daily data entry to ensure that ULLS-A accurately reflects the current status and condition of his/her aircraft at all times. All faults and inspections performed and entered on DA Form 2408-13-1/2408-13-1-E must be entered in the ULLS-A database at the flight company computer. Related maintenance actions entered on DA Form 2408-13-2/2408-13-2-E will not be entered in the ULLS-A database. As soon as a RED X status condition, which effects the readiness reporting is entered on the DA Form 2408-13-2, an entry will be made on the DA Form 2408-13-1/2408-13-1-E or 2408-13-3. (Flight packs may be used for 7 mission days IAW DA PAM 738-751 while away from home station).

(2) At the completion of the last flight of the day, posts all status and/or flying hour entries and prints a new flight pack, and prepares the logbook for next day's operation. The preprinted DA Form 2408-12 will continue to be used, the 2408-12 generated by the ULLS-A program is for emergency use only.

(3) Before the first flight on the first duty day of the week the crewchief will run the Inspection and Component Projection Reports to determine upcoming requirements. The report should cover not less than 7 days or 25 flight hours.

(4) Perform daily ULLS-A system preventive maintenance IAW this SOP and the EM.

(5) Report all system problems to the ULLS-A unit administrator.

(6) Perform daily database back-ups before the daily data transfer is initiated.

b. Supervisor (Platoon Sgt/Line Chief).

(1) Monitors all daily data entry operations by subordinate crewchiefs.

(2) Monitors daily data transfer operations from all ULLS-A computers under his/her control in accordance with the procedures and schedule in this SOP.

(3) Maintains properly labeled backups of all daily data transfer diskettes IAW this SOP.

(4) Report problems to the ULLS-A administrator IAW this SOP.

(5) Ensure daily database back-ups are performed.

(6) Ensure preformatted tapes/diskettes are used for all back-ups and data transfers.

(7) Review all ULLS-A closed faults for completeness and correctness.

2.2.3.3 Production Control.

a. Provide overall monitorship for the functional aspects of the ULLS-A system operation.

b. Operates and maintains the file server for the LAN serving the AVUM unit operation.

c. Coordinates the actions taken when an aircraft becomes PMC or NMC.

d. Receives and coordinates daily data transfers from/to flight companies according to established schedules.

e. Prepare unit maintenance requests for AVUM level maintenance.

f. Performs all data transfer functions to higher levels (SARSS, SAMS and BDE ULLS-A) Maintenance and Supply Activities.

g. Perform daily preventive maintenance, IAW this SOP and the EM.

h. Maintains properly labeled backups of all data files and daily data transfer diskettes, IAW this SOP.

i. Only Production Control will initiate aircraft transfer to support maintenance and outside of owning UIC. The transfer process will only be considered complete after PC has reviewed the aircraft records to ensure completion.

j. Establish a means to inform Tech Supply on repair parts requests that need special action, i.e. walk-through, work stoppage, priority, fault date and number.

k. Conduct daily Production Control meetings to review and compare ULLS-A database information between the flight company computers and the LAN. Manual Maintenance status should also be reviewed and updated during the meeting.

l. Prepares and provides required daily, weekly and monthly reports to the Brigade Aviation Maintenance Office IAW brigade policies.

2.2.3.4 Quality Control.

a. Principal operators in the QC section will be the Technical Inspectors.

b. Maintain all aircraft historical records to include configuration control, and weight and balance.

c. Coordinate with Production Control to have aircraft Maintenance Master Data Files (MMDF) updated/loaded as soon as possible after receipt.

d. Archive completed records/forms IAW this SOP. Records will be archived IAW DA Pamphlet 738-751.

e. Review the ULLS-A database in the flight company computers to ensure all appropriate information (New and corrected faults, man-hours, when discovered, how recognized, flight time) is being correctly transcribed from the hardcopy logbook. Review closed faults for completeness and correctness.

2.2.3.5 Technical Supply.

a. Perform automated functions pertaining to requests, receipt, storage, issue, and accountability for the PLL.

b. If the unit is using OSC, contact Gateway, forwards AØ_ requests, and receive status from Gateway.

c. Submit daily supply transactions diskettes to the SOS.

d. Perform daily backups of supply files and maintains diskettes/tapes IAW this SOP and the EM (when directed by PC or System administrator).

e. Perform daily preventive maintenance IAW this SOP and the EM.

f. Report systems problems to the ULLS-A administrator, IAW this SOP.

g. Coordinate with the Production Control Office to ensure the proper status of aircraft that are non Mission Capable Supply (NMCS) are being reported.

h. Complete a DCR print purge at least monthly/ weekly. Run PLL DCR Reconciliation DCR Fault Reconciliation Catalog Load Update, and Automated Follow-up at least monthly/weekly.

3. PROBLEM REPORTING.

3.1 Problem Reporting.

3.1.1 General. In the event of a hardware failure, a failure to gain ULLS-A systems access or if the system aborts during normal data processing, contact the ULLS-A administrator immediately. The operator must make every attempt to document all problem symptoms. It is extremely important that all messages from the computer be recorded correctly or printed in hard copy. No computer will be "reset" or "rebooted" without first notifying the ULLS-A System Administrator. A print screen will be performed on all applicable problems such as error messages. All problems will be immediately reported to the

System Administrator. No fixes will be attempted by anyone except the System Administrator. A PR will be filled out by the user on all problems, software or hardware. Printing can be accomplished by pressing the <PRT SC> keys. This will greatly assist in problem resolution.

3.1.2 Reporting Channels.

a. Problems with flight company computers will be reported to the Battalion ULLS-A Unit Administrator by notifying the AVUM Production Control as soon as possible.

b. If the ULLS-A Administrator is unable to solve the problem, he/she will request assistance from the Brigade System Administrator. If further assistance is needed CSSAMO will be contacted.

c. Problem Reports (PR) will be forwarded to the CSSAMO as soon as possible. If you are unable to contact CSSAMO, PRs may be called in through the appropriate ULLS User Support Hotline as outlined below.

ULLS USER SUPPORT

Between the hours of 0730 and 1630 (Eastern Time) call:
Customer Assistance Office (CAO)
DSN: 687-1051 or Commercial: (804)734-1051
DDN: jenkinsc%lee-dsnz.army.mil
FAX: (DSN) 687-0978; (COM (804) 743-0978

*****Mailing Address*****

Department of the Army
USAISSDCL
ATTN: CUSTOMER ASSISTANCE OFFICE L42
3901 C AVENUE SUITE 102
FORT LEE, VA 23801-1815

3.2 Software Change Proposals. Recommendations for changes or improvements to the system should be submitted in writing through the Brigade Systems Administrator. Changes will be forwarded through Materiel Management Center (MMC) to the CSSAMO. At a minimum, the change proposal will include the name, the phone number, and the name of the ULLS-A administrator/point of contact in the unit and a complete description of the recommended change.

3.3 Documentation Change Proposal. Follow the procedures listed in paragraph 3.2 above.

4. DATA FLOW.

4.1 General. This section assigns responsibilities and outlines procedures for the processing and flow of data in support of ULLS-A.

NOTE

Data integrity is one of the most critical aspects of ULLS-A. Data integrity is defined as the requirement to synchronize all aircraft records between the flight company and the AVUM Local Area Network. There is no single source from which aviation maintenance data is generated. Operational data is normally generated at the flight company, Whereas historical and production data are produced at the AVUM. The sole purpose of the ULLS-A data transfer process is to ensure the flight company aircraft data matches the aircraft data at the AVUM.

The data transfer process is based on a logging feature with in the ULLS-Aviation software. Whenever an aircraft record (e.g. 2408-13) is added, changed, or deleted; the "LOG" files from the LAN and the Flight Companies are exchanged and merged into the matching aircraft record. It is imperative that the "LOG" files remain sequential. For example, if Quality Control attempted to remove a 2408-16 entry from an aircraft after it was transferred out from the flight company, the "LOG": file would try to perform a modify on a record that had been deleted and

would generate a error saying unable to locate record. This situation must be avoided by proper use of diskette labels and following the data transfer procedures within this SOP.

4.2 Flight Company.

a. Each flight company computer will keep a register of the data transfer log files both in and out of the computer. All diskettes must be properly and accurately labeled. This is to ensure sequence number matching with the LAN. flight company log file backup disks will be maintained for a period of 10 transfer days. An exception to this will be deployment to the field when the LAN remains in garrison, in this example backup log file diskettes will be maintained for the entire time.

b. Modem transfers must be properly coordinated. A copy will be made of each modem transfer diskette, these diskettes will be maintained for 10 days. Any flight company computer not making connection will attempt to send previous. Do not send previous until reason for first attempt has been identified and corrected. If send previous also fails all transfer disks must be sent to Production Control immediately. Any computer failing to make the connection will perform a disk transfer of the data.

NOTE

Any computer that errors out of the process will be immediately reported to the Unit Administrator.

4.2.1 Crewchief.

a. Immediately after the last flight of the day, the crewchief will:

(1) Add any new faults found during post-flight to the 24Ø8-13-1-E. This includes completion of all Fault Information data fields on the DA Forms 2408-13-1/2408-13-1-E and 2408-13-2. These will include but are not limited to PID, When Disc, How Rec, Mal Eff, WUC. ULLS-A users will complete the Correcting Information data fields on DA Forms 2408-13-1/2408-

13-1-E and 2403-13-2. These Will Include But Are Not Limited To Rounds, Action Code, WUC, PID, CAT, Hours, TIPID, TI Man-Hours.

(2) Key in the days mission/weapons/fault data into ULLS-A.

(3) Key in Unit Parts Demands, if required, to correct any new crewchief level faults.

(4) If an NMC or PMC fault has been found, immediately notify the Supervisor/Platoon Sergeant/Leader.

(5) After all of the day's mission data has been entered into the ULLS-A system, print a new Flight Pack for next day's operation. (Flight Packs may be used for 7 mission days when away from home station IAW DA PAM 738-751).

b. Before the first flight on the first duty day of the week, the crewchief will print the Inspection Projection Report covering the upcoming 7 days and the Component Projection Report for the next 25 flying hours, __round, __starts 1, __starts 2.

4.2.2 Supervisor/Platoon Sergeant/Platoon Leader. The Supervisor/Platoon Sergeant/Platoon Leader will:

a. For each ULLS-A computer under his/her control initiate daily data transfer operations (via modem) IAW the following schedule: (To be determined by each unit, coordinate times with Production Control). Modem data transfer is the primary means of data transfer, the alternate method of data transfer via diskette will be used when proper telephone equipment is not available.

NOTE

If data transfer will not be conducted utilizing the modem transfer process, a data diskette transfer will be initiated. A schedule must also be established to facilitate timely information flow.

UNIT	TIME FRAME
"A" Company	XXXX-XXXX hours
1st Platoon	XXXX-XXXX hours
2d Platoon	XXXX-XXXX hours
"B" Company	XXXX-XXXX hours
1st Platoon	XXXX-XXXX hours
2d Platoon	XXXX-XXXX hours

NOTE

A schedule must be developed to meet the individual needs of the unit. Time windows established must be kept as narrow as possible because the LAN is effectively out of operation during data transfer operations.

b. Make a maximum of 10 attempts to establish telephone contact with PC and accomplish the data transfer. If telephone contact cannot be made, data transfer will be done by diskette.

c. In garrison, the telephone number for data transfer is (unit phone #). In a field environment use of the tactical telephone network will be IAW the Unit Signal SOP/SSL.

d. In the event a telephonic/modem data transfer cannot be made, use the Send Previous option to download the data to diskette to be hand carried to the AVUM PC NLT 0800 hours (Changes to this time must be coordinate with PC).

e. Maintaining 10 day file of backup diskettes of all data transfers. Diskettes will be labeled and stored IAW this SOP and the ULLS-A EM.

f. Forward completed flight packs (DA Form 24Ø8-13-E & 24Ø8-13-1-E) and Army Aviators Flight Record (DA Form 24Ø8-12-E) to the AVUM PC on a daily basis.

NOTE

The requirement for hardcopy DA Form 24Ø8-12-E will continue pending completion of a program to automate the aviators flight records. The preprinted DA Form 2408-12 will continue to be used, the 2408-12 generated by the ULLS-A program is for emergency use only.

4.3 AVUM.

4.3.1 Production Control.

a. Terminate LAN workstation operations at the specified times in order for the system to receive data being transferred from and send data log update information to the flight companies (via telephone/modem). Times will be IAW the schedule published by Production Control.

b. Receive and upload data from flight companies, if transfer is by diskette. Provide the companies with data log update, via diskette, as soon as possible after receipt of company data. (This process should be conducted immediately to prevent database duplication errors). All diskettes will be labeled and handled IAW this SOP and the ULLS-A EM.

c. Perform the Fault Review process for all new NMC or PMC faults received from the flight companies during data transfer. Faults shown on the Fault Review screen with a ID code of "A" and expected to result in the aircraft being NMC or PMC for more than 2 hours), will be reviewed by Production Control to determine if fault is to be reported to AMSS.

d. Faults that have been corrected, will appear on the Fault Review List with a ID code of "R" and must be reported to AMSS to stop NMC and/or PMC time being accumulated against the aircraft/subsystems.

e. A backup of all data files stored in the LAN file server will be performed daily prior to receiving the unit data transfer. Data file backups will

be maintained for 30 days, beginning on the 16th of the month. A register of data transfer log files will be maintained to ensure proper sequencing with the flight company computers.

f. In the event an aircraft is involved in an accident, a data transfer and a system data backup of both the flight company computer and the LAN will be made immediately, labeled IAW this SOP, and secured pending arrival of the accident investigation team.

c. Backup tape labels will contain the following information:

(1) Line 1: Tape Name/Purpose (e.g., ULLS-A LAN Database backup).

(2) Line 2: Unit Name/Description (Use computer generated description e.g. A01XXX.XXX).

(3) Line 3: Unit UIC.

(4) Line 4: Destination.

(5) Line 5: Date and Time.

(6) Line 6: Name of operator.

(7) Line 7: Disposition IAW 4.4b.

NOTE

Remove old labels prior to reusing the diskette/tape. Accumulated labels will cause the drive to bind and can cause internal damage.

4.3.2 Quality Control.

a. Aircraft records will be received on a daily basis. All completed records meeting the archive entries set in the Unit Parameter file will be archived and purged from the system.

b. Archive criteria will be set in the Parameter file as follows:

(1)	Maintenance Work Orders	6 Months
(2)	Fault Records	6 Months
(3)	Flight Records	6 Months
(4)	AMSS Records	1 Month

c. Archived records will be written to diskettes in ASCII format and cannot be reloaded into the ULLS-A system. Diskettes will be labeled IAW this SOP and maintained for the life of the aircraft, an exception will be AMSS records that will be maintained for 1 year. Should the aircraft be lost or destroyed, records will be disposed of IAW DA Pamphlet 738-751.

4.3.3 Technical Supply.

a. Unit requests will be reviewed at least once daily immediately following the data transfer and the Fault Review process at the PC.

b. When using OSC (OSC indicator in Parameter file is set to "Y"), transactions must be sent to Gateway prior to sending current transactions to the SOS.

c. The Commander's Exception Report will be produced each day between the hours of 1430-1530 and submitted to the Commander for his/her review prior to sending transactions to Gateway or to SOS.

d. Supply transactions will be forwarded to the supporting DSU/SOS at least once each day following transmission to Gateway. The current transactions diskette(s) will be prepared NLT 1530 hours and taken to the DSU Class IX section NLT 1600 hours the same day. The operator will receive

current status back on the same diskettes. Once received this status diskette will be loaded immediately IAW the ULLS-A EM.

e. The Automated Follow-up process will be run at least once each week. The operator will run the process immediately prior to sending current transactions to SOS on Wednesday of each week.

f. The operator will produce a Bench Stock Review list NLT the 30th day of each month. This list will be submitted to the Shop/PC office for his review. Selected Bench Stock will be replenished as necessary at this time.

4.4 Systems and Data Security.

a. Diskettes used for Class IX and SAMS Maintenance Transactions will be labeled as follows:

(1) Line 1: Diskette Name/Purpose (e.g., ULLS-A Class IX Transactions).

(2) Line 2: Unit Name/Description.

(3) Line 3: Unit DODAAC.

(4) Line 4: Unit UIC.

(5) Line 5: Destination DSU.

(6) Line 6: Date and Time.

(7) Line 7: Name of Operator.

b. Labels on diskettes and tapes used for backups will include disposition instructions as outlined in this SOP and the EM.

c. When not in use, all diskettes will be kept in their protective jackets, in a storage box. During transport, extreme care will be used to protect the

diskettes from damage by bending, creasing or exposure to extreme heat. (Use of a carrying case/pouch is recommended.) Tapes and diskettes may be damaged (or information distorted) by exposure to strong electrical or magnetic fields.

d. All diskettes removed from the operational area or storage location will be signed out in a logbook specifying the type of diskette, the date/time, and the destination of the diskette.

e. Security of IDs, passwords, personal identification codes (PIDs), and technical inspector personnel identifiers (TIPIDs) is the responsibility of the individual. Care should be used to avoid allowing unauthorized persons to use them.

f. Never leave any ULLS-A computer unattended in an operationally accessible condition, i.e., after LOGON.

5. CARE AND MAINTENANCE OF ULLS-A.

5.1 General. This section specifies requirements for the routine care and maintenance of the system, in both garrison and field environments.

a. No disks other than ULLS-A system disks will be put into ULLS-A computers. Only disks approved by the Unit System Administrator will be used to check for virus infection and will be provided by the Unit System Administrator.

b. The following actions are not permitted and will result in UCMJ action. Operating in the root directory (C:/). Loading any program into the computer. (Only Unit System Administrators or CSSAMO personnel are permitted to leave the Army Menu Director for other than ULLS-A use).

c. Previously used diskettes (i.e. other than disks used for ULLS-A data transfer) will be presented to the Unit System Administrator for verification

and Virus check before being introduced into the ULLS-A computer for reformat.

5.2 Preventive Maintenance. Proper procedures for Preventive Maintenance (PM) are described the ULLS-A EM.

a. Regular cleaning of the disk and tape drives is necessary to ensure proper and reliable operation. At a minimum, the floppy disk and tape drives should be cleaned monthly (in garrison and the field).

6. SOFTWARE CHANGE PACKAGES (SCPs) AND INTERIM CHANGE PACKAGES (ICPs).

6.1 General. This section establishes the procedures governing the loading of change packages to ULLS-A.

6.2 SCP/ICP Software Installation.

Step 1. Backup the entire system before beginning to load a SCP or ICP.

Step 2. Make sure to inventory the software package. Obtain a Software Version Description (SVD), itemized list of software package contents, and one or more diskettes/tapes. The package cannot be installed with missing media. Discrepancies in inventory should be reported promptly to the servicing CSSAMO.

Step 3. Check the version number of the software already installed on your system against the cover page or the list of Inventory of Materials Released section of the SVD. These must agree, or your SCP/ICP may not be successfully implemented.

Step 4. Read the SVD, then follow the instructions carefully. There is no need to reload the entire system. The SVD describes, in detail, all data necessary to install the software package and includes, as a minimum:

(1) The contents of the software package.

(2) The sequence of software installation.

(3) Any special instructions and administrative procedures about installation of the software package and reporting of installation problems.

Step 5. Load the software change package IAW the SVD.

Step 6. Post any changes to manuals/procedures if prescribed in the change package.

7. SPECIAL PROCEDURES.

7.1 General. This section should be used to provide guidance/outline procedures for unit unique requirements.

7.2 Task Organization of Battalion Aircraft.

a. Frequently, it will be necessary to temporarily redistribute some of the battalion's aircraft assets to respond to special mission requirements. Normally, this involves the task organization of one or more aircraft to another flight company in the battalion (for AMSS reporting purposes, the aircraft will be supported by the same AVUM and remains assigned to the same UIC). The only change made is the aircraft's records are physically relocated to another flight company computer.

b. Appendix L of the ULLS-A EM contains special procedures for this task. The ULLS-A Unit Administrator will oversee the transfer procedures.

SUGGESTED SECURITY SOP FOR ULLS-A
DEPARTMENT OF THE ARMY

Headquarters,_____

Fort_____

xxxx-xxx

SECURITY STANDING OPERATING PROCEDURES (SOP) FOR THE UNIT LEVEL LOGISTICS SYSTEM-AVIATION (ULLS-A)

1. INTRODUCTION

This Security Standing Operating Procedures (SOP) is for the Unit Level Logistics System - Aviation (ULLS-A)..

1.1 **Purpose**. The purpose of the ULLS-A Security SOP is to:

a. Describe security features that are available to the Information system Security Officers (ISSO), Terminal Area Security Officers (TASO), ULLS-A Unit Administrators (UA) and Users;

b. Provide guidance for using and safeguarding ULLS-A data.

1.2 **Scope**. The ULLS-A Security SOP covers security protection mechanisms; security related functions; and security related responsibilities associated with ULLS-A Users and ULLS-A Unit Administrators (UAs).

2. RECOMMENDED RESPONSIBILITY ASSIGNMENTS

From a security perspective, there are four principle duty positions of concern: Information System Security Officer (ISSO), ULLS-A Unit Administrator (UA), Terminal Area Security Officer (TASO), and Users.

2.1 **Information System Security Officer (ISSO)**. The ISSO is the senior security official for an organization. The ISSO must report directly to the responsible manager of the ULLS-A system on security-related matters. The ISSO should be positioned organizationally such that he or she does not have a vested interest in keeping the system operational at the expense of security. Garrison versus Tactical Operations need to be considered. The ISSO needs to be assigned in such a manner as to be deployable with the ULLS-A system, or a competent ISSO alternate be assigned for purposes of deployment with the ULLS-A system (this can be incorporated in Operational Plans (OPLAN) and/or Contingency Operations Plans). For the ULLS-A system, the ISSO should be a brigade or battalion level automation competent officer, with direct organizational oversight capacity.

2.2 **ULLS-A Unit Administrator (UA)**. The UA is the individual who will install, configure, and maintain the ULLS-A system; and the person who assigns User IDs and passwords. Similar to the ISSO, the UAs need to deploy with the ULLS-A system. For the ULLS-A system an ULLS-A Unit Administrator should be assigned to manage the Local Area Network system configuration (server and workstations), and an ULLS-A Unit Administrator for each laptop.

2.3 **Terminal Area Security Officer (TASO)**. The TASO is subordinate to the assigned ISSO, and maintains security oversight for every terminal within his/her domain of control (e.g., a single terminal or cluster of terminals in a room). TASOs should be assigned in such a manner that they can be reasonably held responsible and accountable for the system(s) under their control: for example, it would be unreasonable to hold the TASO responsible for enforcing physical security for a system located 5 miles away or in a building for which

the TASO cannot access. For the ULLS-A system, the UA should be assigned as the TASO. However, every user should be expected to follow and enforce security policy.

NOTE

For some ULLS-A systems, the ISSO, UA, and TASO may be the same person (similar for designated alternates). It is highly recommended that alternates be assigned for each function.

3. **REFERENCES**

a. AR 380-19, Information System Security, August 1990

b. DOD 5200.28-STD, Department of Defense Standard, Department of Defense Trusted Computer System Evaluation Criteria (Orange Book), December 1985

c. NCSC-TG-026, A Guide to Writing the Security Features User's Guide for Trusted Systems (Red Book), September 1991

d. NCSC-TG-015, A Guide to Understanding Trusted Facility Management (Brown Book), October 1989

e. NCSC-TG-16, Guidelines for Writing Trusted Facility Manuals (Yellow Green Book), October 1992

f. NCSC-TG-027, A Guide to Understanding Information System Security Officer Responsibilities for Automated Information Systems (Blue Green Book), May 1992.

SECTION VI

ULLS-A CHECK LIST

This checklist is divided into multiple sections. The first five sections are designed to assist you when inspecting the areas of Flight Company Operations, Production Control, Quality Control, Technical Supply, and Brigade Aviation Maintenance Office (BAMO). Miscellaneous sections follow that will provide general areas to check in the subjects of work area appearances, operating supplies, field location, training, security and operations. An answer "yes" is desired for each question.

		YES	NO
FLIGHT COMPANY			
1.	Are faults being recorded in a timely manner?	___	___
2.	Are the dates and times accurate?	___	___
3.	Is status assigned correctly?	___	___
4.	Are faults written against the proper systems/subsystems?	___	___
5.	Are parts being installed as soon as possible after receipt?	___	___
6.	Are the flight company operators backing up daily and keeping the backups on file IAW SOP?	___	___

	YES	NO
PRODUCTION CONTROL		
1. Fault Review.		
a. Are faults reviewed soon after data transfer?	___	___
b. Are faults being reported to AMSS?	___	___
2. AMSS Reports.		
a. Are AMSS Reports printed and used daily?	___	___
b. Is the End Of Report Period file created monthly?	___	___
c. Is the Commander's Statement disk mailed promptly to LOGSA with a copy maintained	___	___
d. Are send transactions to higher level created daily? (If the brigade system is not used)	___	___
3. Maintenance Requests.		
a. Are Maintenance Requests prepared in a timely manner?	___	___
b. Is the correct date and time used when creating the maintenance request?	___	___
c. Is the Maintenance Request Register being reviewed each day and problems being resolved between AVIM and AVUM?	___	___

		YES	NO
d.	Is a SAMS transaction diskette created and delivered to the AVIM daily?	___	___
e.	Does the unit receive and process a SAMS status diskette from the AVIM daily?	___	___
f.	Is the Maintenance fault/DCR Reconciliation being performed daily with actions taken on any item appearing on the printout?	___	___
4.	Data Transfer.		
a.	Is data transfer properly being done at least daily?	___	___
b.	Is data transfer scheduled to occur at regular, daily intervals by the unit SOP?	___	___
c.	Is data backup performed prior to each data transfer?	___	___
d.	Are backups properly labeled IAW the EM, Appendix I?	___	___
e.	Are data transfer diskettes properly labeled IAW the EM, Appendix I?	___	___
f.	If an error report was produced is it used to determine the source of the error?	___	___

		YES	NO
5.	Archiving.		
	a. Are archive procedures adhered to?	___	___
	b. Are archive parameters IAW unit SOP?	___	___
	c. Are AMSS archive diskettes labeled and maintained for at least one year?	___	___

QUALITY CONTROL

1.	Component Management.		
	a. Is the Component Reconciliation process run regularly?	___	___
	b. Are items appearing on the Uninstalled Components report investigated?	___	___
	c. Is the Controlled Replacement process used when controlled exchange of components is performed?	___	___
2.	Archiving.		
	a. Are archive procedures adhered to?	___	___
	b. Are archive parameters IAW units SOP?	___	___
	c. Are 2410 records purged regularly?	___	___

		YES	NO
3.	Are aircraft/weapon systems, and subsystems properly configured (i.e., subsystem weapon system)?	___	___

TECHNICAL SUPPLY

1.	Are repair parts requests processed expeditiously?	___	___
2.	Do the operators know when an aircraft is at a work stoppage?	___	___
3.	Are adverse SARSS statuses on high priority requests brought to the attention of the P.C. officer?	___	___
4.	Are receipts processed when received?	___	___
5.	Is the DCR updated when repair parts are used on aircraft or equipment other than that for which they were ordered?	___	___
6.	Are all repair parts on hand recorded in ULLS-A?	___	___
7.	Are turn-ins and cancellations processed to correct excesses?	___	___
8.	Is the Demand Analysis process run IAW DA Pam 710-2-1?	___	___
9.	Does the unit commander approve all PLL additions and deletions prior to action being taken to the PLL stockage?	___	___

		YES	NO
10.	Does the tech supply clerk process a Supply	___	___

Transactions Diskette and deliver it to the source of supply daily?

11. Does the tech supply clerk obtain status diskette from the SOS and process it daily? ___ ___

12. Are PLL inventories being conducted as required? ___ ___

13. Are unserviceable recoverable repair parts, as shown on Part III of the Commander's Exception Report, turned in a timely manner? ___ ___

BRIGADE AVIATION MAINTENANCE OFFICE (BAMO)

1. Does the BAMO have access to a Brigade ULLS-A system? ___ ___

2. Does the BAMO use the AMSS output reports to manage aircraft maintenance within the Brigade? ___ ___

3. Are AMSS transactions received from the subordinate battalion and loaded into the Brigade ULLS-A system daily? ___ ___

4. Are commanders and appropriate staff officers knowledgeable in AMSS? ___ ___

		YES	NO
WORK AREA APPEARANCE			
1.	Is the computer equipment clean of dust, dirt, and grease?	___	___
2.	Are vents on the computer equipment free of blockage from books, parts, etc?	___	___
3.	Are diskettes labeled and stored properly in dust protective jackets with write protection?	___	___
4.	Are magnetic tapes labeled and stored in protective covers with write protection?	___	___
5.	Is ULLS-A the only software loaded on the computer?	___	___
OPERATING SUPPLIES			
1.	Are sufficient quantities of paper, card stock, and printer ribbons on hand?	___	___
2.	Are blank diskettes available for data transfer and other processes requiring diskettes?	___	___
3.	Are sufficient magnetic tapes available for daily database backups?	___	___
4.	Are cleaning supplies available for tape drive, diskette drive, and exterior?	___	___

		YES	NO
FIELD LOCATION			

1.	Is computer equipment transported to the field packed in transportation cases?	___	___
2.	Does the site provide protection from rain, dust, dirt, etc for the computer equipment?	___	___
3.	Is cabling for LAN and telecommunications protected from moisture and damage by foot or vehicle traffic?	___	___
4.	Is there adequate power available for ULLS-A computer operation?	___	___
5.	Are Go-To-War parameters up to date when the concentrator is available?	___	___
6.	Can operators install and affiliate a TTA?	___	___

TRAINING

1.	Are all unit personnel trained in the use of ULLS-A as it pertains to their duties?	___	___
2.	Is the ULLS-A Tutorial being used for training of new personnel and for cross-training?	___	___

		YES	NO
3.	Are platoon leaders, platoon sergeants, and maintenance officers ULLS-A literate?	___	___

SECURITY AND OPERATIONS

1.	Are User IDs and passwords issued and controlled by the ULLS-A Administrator?	___	___
2.	Was the unit parameter file reviewed by the unit commander when he assumed command?	___	___
3.	Does the Commander's Status Report contain a complete and accurate snapshot of aircraft status?	___	___
4.	Does the system contain Personnel ID codes (PID) for all personnel involved in aircraft maintenance?	___	___
5.	Does ULLS-A contain the Technical Inspector Personnel ID codes (TIPID) for all personnel on TI orders within the unit?	___	___
6.	Is the ULLS-A administrator using group accesses to efficiently manage and assign access to users?	___	___
7.	Are User IDs and passwords purged from ULLS-A when individuals leave the unit?	___	___

		YES	NO
8.	Are Continuity of Operations Plans (COOP) written in SOP and known to the ULLS-A administrators?	___	___

TASK ORGANIZATION

1.	Are all company UICs loaded on every flight company system to facilitate transfer of aircraft for tack organization?	___	___

CONCLUSION

1. **ULLS-A Improvement**. ULLS-A is constantly undergoing changes and improvements will be made to the initial system through Software Change Packages (SCPs) or Interim Change Package (ICPs).

2. **Recommendations For Changes**.

a. Recommendations for changes come from units in the field. Recommendations may be submitted on Engineering Change Proposal Software Form 5005-R. Instructions for preparation of this form are included in the ULLS-A End User Manual.

b. Recommendations are also solicited for this guide and should be submitted on DA Form 2028.

c. Changes should be submitted through command channels to the US Army Information Systems Software Development Center Lee, ATTN: MAINT SYS DIV STOP L74, Fort Lee, Virginia, 23801-1815.

3. **Reference**. For further details on the use of ULLS-A, refer to the EM, AISM-25-L3P-AWD-ZZZ-EUM.

4. **Customer Assistance**. Customer assistance is available through ULLS User Support Office, 24 hours a day, 7 days a week, ULLS user hotline at DSN 687-1051, or commercial (804) 734-1051, or FAX (804)734-2974.